
LEON COUNTY

Outreach Specialist Program Guide



Initial call reception

Determine nature of inquiry. If caller is interested in business assistance, ask the following questions. Circle items of interest and refer to appropriate business representative within organization. This individual will contact the interested party. **Ensure you obtain contact person's name, phone number, email, etc.**

- 1** Are you interested in financial assistance with development, redevelopment or improvements?
- 2** Are you interested in Enterprise Zone programs?
- 3** Are you interested in funding for workforce training?
- 4** Are you interested in business performance incentives?
- 5** Are you interested in business consulting?
- 6** Are you interested in general information?

Caller Name: _____

Business Name: _____

Phone Number(s): _____

Email: _____

FORWARD TO OUTREACH SPECIALIST _____

Initial review by business representative

After receipt of initial call reception information, review programs applicable to caller inquiry. Using the page references, review criteria with interested party (contact information provided) to determine whether they qualify for specific services. **If the business is qualified and your organization can deliver assistance, proceed with application requirements. If your organization cannot deliver assistance, forward information to another organization that can provide service. Follow up to ensure service is being provided.**



Are you interested in financial assistance with development, redevelopment or improvements?

Small City Community Development Block Grant, page 3
Community Redevelopment Area, page 4
Economic Development Transportation Road Fund, page 5
Historic Property Grant and Loan Program, page 6



Are you interested in Enterprise Zone programs?

Florida Enterprise Zone Program, page 7



Are you interested in funding for workforce training?

Incumbent Worker Training (IWT), page 8
Quick Response Training (QRT), page 9



Are you interested in business performance incentives?

Capital Investment Tax Credit, page 10
High Impact Performance Incentive Grant, page 11
Qualified Target Industry Tax Refund Program, page 12
Qualified Defense Contractor Relief Fund, page 13
Targeted Business Pilot Program, page 14
Urban Job Tax Credit Fund, page 15



Are you interested in business consulting?

Review providers on Page 16



Are you interested in general information?

Direct to www.talchamber.com

Business development programs

Small City Community Development Block Grant

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
Enterprise Florida
850.488.6300

Do they meet specific eligibility criteria?

Y N

FOR MORE
INFORMATION

CALL
Economic
Development
Council of
Tallahassee / Leon
County, Inc
224-8116

OR VISIT
www.taledc.com

Click on
Business
Resources.

The Small Cities Community Development Block Grant program provides an opportunity for relocating or expanding businesses to secure federal grant funding (through a grant or subloan) from eligible municipalities and counties. Funding is awarded to improve housing, streets, utilities, public facilities and downtown areas as well as create jobs for low and moderate income Floridians. Businesses can receive grant funding or a low-interest loan through this program.

To be eligible, businesses must demonstrate the intent to perform a public improvement function as well as create new jobs. Applicants will be scored and ranked; high scores are eligible for assistance.

Business development programs

Community Redevelopment Area

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
City of Tallahassee Economic Development Department
850.891.8685
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424

Do they meet specific eligibility criteria?

Y N

FOR MORE INFORMATION

CALL
City of Tallahassee
Economic
Development
Department
891-8685

OR VISIT
www.tal.gov.com

Under Economic
Development,
click on
Comm
Redevelopment.

The City established the Tallahassee **Community Redevelopment Area (CRA)** in 1998 to help support and direct revitalization and redevelopment efforts in select urban core areas of the City. The Tallahassee CRA consists of over 1,450 acres of residential, commercial/retail and industrial land uses, located in parts of Griffin Heights, Frenchtown and Southside neighborhoods. The CRA designation allows for the use of tax increment financing to fund necessary improvements and incentives to encourage reinvestment and redevelopment in designated areas. Although specific incentives have not yet been identified, potential incentives include funding for public improvements and infrastructure to support both redevelopment and new construction.

To be eligible, businesses must be within the CRA boundaries:

Seven major commercial/retail areas including sections of Tennessee Street, Tharpe Street, North and South Monroe Streets, Gaines Street, Lake Bradford Road and South Adams Street; and (3) numerous mixed-use areas

Parts of FAMU and FSU

Business development programs

Economic Development Transportation Road Fund

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
Enterprise Florida
850.488.6300

Do they meet specific eligibility criteria?

Y N

FOR MORE
INFORMATION

CALL
Economic
Development
Council of
Tallahassee / Leon
County, Inc
224-8116

OR VISIT
www.taledc.com

Click on
Business
Resources.

The Economic Development Transportation Road Fund, commonly referred to as the “Road Fund,” is an incentive tool designed to alleviate transportation problems that adversely impact a specific company’s location or expansion decision. The elimination of the problem must serve as an inducement for a specific company’s location, retention, or expansion project in Florida and create or retain job opportunities for Floridians.

To be eligible, businesses must have an eligible project(s)—those that facilitate economic development by eradicating location-specific transportation problems (e.g., access roads, signalization, road widening, etc.) on behalf of a specific eligible company (e.g., a manufacturing, corporate/regional headquarters, or recycling facility). Up to \$2,000,000 may be provided to a local government to implement the improvements. The actual amount funded is based on specific job creation and/or retention criteria. Permanent full-time positions must be created based on a formula that no more than \$5,000 will be used to create each position. A waiver can be granted if the project is located in an area experiencing severe economic distress.

Business development programs

Historic Property Grant and Loan Program

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
City of Tallahassee Economic Development
Department
850.891.8685
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424

Do they meet specific eligibility criteria?

Y N

FOR MORE INFORMATION

CALL
City of Tallahassee
Economic
Development
Department
891-8685

OR VISIT
www.talgov.com

Under Business
Resources,
click on
Historic Property
Grants.

The City of Tallahassee is accepting applications for funding under the Historic Property Grant and Loan Program. Applications may be submitted any time during the year. Funds may be used for stabilization for the purpose of restoration/rehabilitation of historic structures; structural repairs; facade restoration/rehabilitation; compliance with codes and health/safety requirements; and other construction activity that will result in a “total project” restoration/rehabilitation.

To be eligible, businesses must be on the historic structures listed on the National Register of Historic Places or on the Local Register of Historic Places. Eligible historic properties must also be subject to the Historic Preservation Overlay as provided for in Section 10.4D of the city of Tallahassee Zoning, Site Plan Review, and Subdivision Regulations.

Business development programs

Florida Enterprise Zone Program

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:

Tallahassee Chamber of Commerce

850.224.8116

Capital City Chamber of Commerce

850.224.0152

EDC of Tallahassee/Leon County, Inc

850.224.8116

Florida A&M University SBDC

850.599.3407

Florida State University CPD

850.644.3801

Tallahassee Community College

850.201.2424

Do they meet specific eligibility criteria?

Y N

FOR MORE INFORMATION

CALL
Economic
Development
Council of
Tallahassee / Leon
County, Inc
224-8116

OR VISIT
www.taledc.com

Click on
Business
Resources.

The Florida Enterprise Zone program offers financial incentives to businesses located in designated areas found in urban and rural communities. Tax incentives are offered to all types of businesses that are located within a designated Enterprise Zone who employ zone residents, rehabilitate real property or purchase business equipment to be used in the zone. Tax credits are available to businesses that pay either the Florida Corporate Income Tax or the Florida Sales and Use Tax. Sales Tax refunds and sales tax exemptions are available if eligible purchases are made.

Enterprise Zone Jobs Tax Credit (Sales and Use Tax)

Allows businesses located in an enterprise zone who collect and pay Florida Sales & Use tax, and create a new full-time job, a credit against their tax based on wages paid to new employees (in a full-time job) who have been employed by the business for at least 3 months and are residents of a Florida Enterprise Zone.

Enterprise Zone Jobs Tax Credit (Corporate Income Tax)

Allows businesses located in an enterprise zone who pay corporate income tax, and create a new full-time job, a corporate income tax credit for the wages paid to new employees (in a full-time job) who have been employed by the business for at least 3 months and are residents of a Florida Enterprise Zone.

Sales tax refund for business machinery and equipment used in an Enterprise Zone

A refund is available for sales taxes paid on the purchase of certain business property, (e.g. tangible personal property such as office equipment, warehouse equipment, and some industrial machinery and equipment), which is used exclusively in an Enterprise Zone for at least three years.

Sales tax refund for building materials used in an Enterprise Zone

A refund is available for sales taxes paid on the purchase of building materials used to rehabilitate real property located in an Enterprise Zone. This incentive is limited to owners, lessors, lessees of the real property that is rehabilitated within an Enterprise Zone.

Enterprise Zone Property Tax Credit (Corporate Income Tax)

New or expanded businesses located in an Enterprise Zone are allowed a credit on Florida corporate income tax equal to 96% of ad valorem taxes paid on the new or improved property (the assessment rate varies by county).

Community Contribution Tax Credit Program

Allows business anywhere in Florida a 50% credit on Florida corporate income tax, insurance premium tax, or sales tax refund for donations to local community development projects. Donations must be made to an eligible sponsor conducting an approved community development project. The annual amount of credit granted is limited to \$200,000 per firm and \$10,000,000 for the state.

To be eligible, businesses must be located within an Enterprise Zone.

To search by address, go to http://taledc.com/ezone_search_st_only.php.

Business development programs

Incumbent Worker Training Program (IWT)

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
Workforce Florida
850.921.9119

Do they meet specific eligibility criteria?

Y N

The Incumbent Worker Training Program is funded by the Federal Workforce Investment Act (WIA) and administered by Workforce Florida, Inc. Through this program, Florida is able to provide training to currently employed workers to keep Florida's workforce competitive in a global economy and to retain existing businesses.

To be eligible, businesses must have been in operation for a minimum of one year prior to the application date and require training for existing employees.

FOR MORE INFORMATION

CALL
Economic
Development
Council of
Tallahassee / Leon
County, Inc
224-8116

OR VISIT
www.taledc.com

Click on
Business
Resources.

Business development programs

Quick Response Training Program (QRT)

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
Workforce Florida
850.921.9119

Do they meet specific eligibility criteria?

 Y N

FOR MORE INFORMATION

CALL
Economic Development Council of Tallahassee / Leon County, Inc
224-8116

OR VISIT
www.taledc.com

Click on Business Resources.

The Quick Response Training Program (QRT) is customer-driven and designed as an inducement to secure new value-added businesses to Florida as well as provide existing businesses the necessary training for expansion. Through this incentive, Florida is able to effectively retain, expand and attract employers offering high-quality jobs. The program is flexible and structured to respond quickly to meet the business's training objectives. Workforce Florida, Inc., the state's public-private partnership created to coordinate job-training efforts, administers the program.

To be eligible, businesses must be new or expanding/existing Florida businesses that produce exportable goods or services, create new, permanent, full-time jobs and employ Florida workers who require customized entry-level skills training. Types of businesses include manufacturing or service operations and national and international headquarters.

Business development programs

Capital Investment Tax Credit

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
Enterprise Florida
850.488.6300

Do they meet specific eligibility criteria?

Y N

FOR MORE INFORMATION

CALL
Economic Development Council of Tallahassee / Leon County, Inc
224-8116

OR VISIT
www.taledc.com

Click on Business Resources.

The **Capital Investment Tax Credit** is used to attract and grow capital-intensive industries in Florida. It is an annual credit against the corporate income tax for up to 20 years in an amount up to five (5%) percent of the eligible capital costs generated by a qualifying project. Eligible capital costs include all expenses incurred in the acquisition, construction, installation, and equipping of a project from the beginning of construction to the commencement of operations.

To be eligible, businesses must:

- Apply to Enterprise Florida and be certified by the Governor's Office of Tourism, Trade and Economic Development (OTTED) prior to the commencement of operations.
- Be in a designated high impact sector (silicon technology; transportation equipment manufacturing or information technology)
- Create at least 100 new jobs in Florida in connection with the project
- Make a cumulative capital investment of at least \$25 million in connection with the project during the period from the beginning of construction to the commencement of operations.

Business development programs

High Impact Performance Incentive Grant

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
Enterprise Florida
850.488.6300

Do they meet specific eligibility criteria?

Y N

FOR MORE INFORMATION

CALL
Economic Development Council of Tallahassee / Leon County, Inc
224-8116

OR VISIT
www.taledc.com

Click on Business Resources.

The **High Impact Business Performance Incentive Grant** is a negotiated incentive used to attract and grow major high impact facilities in Florida. Grants are provided to pre-approved applicants in certain high-impact sectors as designated by the Governor’s Office of Tourism, Trade and Economic Development (OTTED). Once recommended by Enterprise Florida, Inc. (EFI) and approved by OTTED, the high impact business is awarded 50 percent of their eligible grant upon commencement of operations and the balance of the awarded grant once full employment and capital investment goals are met.

To be eligible, businesses must apply to Enterprise Florida prior to making a decision to locate or expand in Florida. In order to qualify for consideration under the program, an applicant must:

Be in a designated high impact sector (currently silicon technology, transportation equipment manufacturing, or biomedical technology)

Create at least 100 new full-time equivalent jobs in Florida in a designated high impact sector in a 3-year period; or if a research and development facility, create at least 75 new full-time equivalent jobs in a 3-year period

Make a cumulative investment in the state of at least \$100 million in a 3-year period, or if a research and development facility, make a cumulative investment of at least \$75 million in a 3-year period.

Business development programs

Qualified Target Industry Tax Refund Program (QTI)

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
Enterprise Florida
850.488.6300

Do they meet specific eligibility criteria?

Y N

FOR MORE INFORMATION

CALL
Economic
Development
Council of
Tallahassee / Leon
County, Inc
224-8116

OR VISIT
www.taledc.com

Click on
Business
Resources.

The Qualified Target Industry Tax Refund Program (QTI) is a tool available to Florida communities to encourage quality job growth in targeted high value-added industries. Pre-approved applicants who create jobs in Florida receive tax refunds of \$3,000 per net new full-time equivalent Florida job created; \$6,000 in an Enterprise Zone or Rural County. For businesses paying 150 percent of the average annual wage, add \$1,000 per job; for businesses paying 200 percent of the average annual salary, add \$2,000 per job.

To be eligible, businesses must be in one of the targeted industries below.

MANUFACTURING FACILITIES

FINANCE & INSURANCE SERVICES

INFORMATION INDUSTRIES

MANAGEMENT SERVICES

PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES

WHOLESALE TRADE

ADMINISTRATIVE AND SUPPORT SERVICES

Business development programs

Qualified Defense Contractor Tax Refund Program (QDC)

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424

Do they meet specific eligibility criteria?

 Y N

FOR MORE INFORMATION

CALL
Economic Development Council of Tallahassee / Leon County, Inc
224-8116

OR VISIT
www.taledc.com

Click on Business Resources.

The Qualified Defense Contractor Tax Refund allows Florida defense contractors to consolidate contracts, acquire new contracts or convert to commercial production. Projects receive tax refunds of up to \$5,000 per job created or saved in Florida, subject to a \$7.5 million cap per applicant and a \$2.5 million cap per year. Up to 25% of the total refund may be taken annually as long as the business maintains employment and wages at or above eligibility levels. Approved applicants receive refunds on corporate income, sales, ad valorem, intangible personal property and certain other taxes.

To be eligible, businesses must be a defense contractor.

Business development programs

Targeted Business Pilot Program

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
Tallahassee Chamber of Commerce
850.224.8116
Capital City Chamber of Commerce
850.224.0152
EDC of Tallahassee/Leon County, Inc
850.224.8116
Florida A&M University SBDC
850.599.3407
Florida State University CPD
850.644.3801
Tallahassee Community College
850.201.2424
City of Tallahassee Economic Development
Department
850.891.8886

Do they meet specific eligibility criteria?

Y N

FOR MORE INFORMATION

CALL
Economic
Development
Council of
Tallahassee / Leon
County, Inc
224-8116

OR VISIT
www.taledc.com

Click on
Business
Resources.

The Targeted Business Pilot Program (TBPP) is an initiative to induce business growth that is beneficial to the City of Tallahassee and Leon County. The program is designed to help implement the City and County's long-term vision for economically viable and environmentally sustainable growth. The TBPP offers incentives to new and existing businesses that create value-added jobs within the City of Tallahassee and Leon County. The program seeks to reward businesses that will diversify the economy, are suited to the City and County's business mix, and will generate revenue growth from the sales of goods and services outside the local economy. The program also seeks to reward businesses that locate in designated target areas for economic growth and development; that build environmentally sensitive projects; that do business with other local businesses; and that practice good corporate citizenship. Funds awarded under this program would be used to reimburse 1) up to 100% of the cost of development fees and 2) a portion of the capital investment of the business project based on ad valorem taxes paid. The amount of funding would be based on a scoring system evaluated by a review committee with final approval and award granted by the City and County Commissions, respectively.

To be eligible, businesses must be in one of the targeted industries below.

MANUFACTURING FACILITIES	PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES
FINANCE & INSURANCE SERVICES	WHOLESALE TRADE
INFORMATION INDUSTRIES	ADMINISTRATIVE AND SUPPORT SERVICES
MANAGEMENT SERVICES	

Business development programs

Urban Job Tax Credit Fund

If specific eligibility criteria is met, refer for assistance with a service provider listed below.

Assistance provided by:
 Tallahassee Chamber of Commerce
 850.224.8116
 Capital City Chamber of Commerce
 850.224.0152
 EDC of Tallahassee/Leon County, Inc
 850.224.8116
 Florida A&M University SBDC
 850.599.3407
 Florida State University CPD
 850.644.3801
 Tallahassee Community College
 850.201.2424

Do they meet specific eligibility criteria?

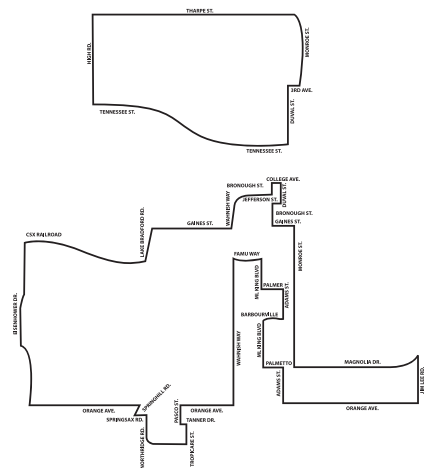
Y N

The Florida Legislature created the Urban Job Tax Credit Program in 1997 to encourage the creation of jobs in urban areas of Florida (section 212.097, Florida Statutes). The Program provides tax credits to eligible businesses that are located within the 13 Urban Areas designated by the Office of Tourism, Trade and Economic Development (OTTED) and hire a specific number of employees. In the Tallahassee Urban Area, the credit is \$1,000 per qualified job and can be taken against either the Florida Corporate Income Tax or the Florida Sales and Use Tax, but not both.

To be eligible for the credit, businesses must be in one of the targeted industries listed below.

- May include sole proprietorships, partnerships or corporations
- Are physically located within designated urban job tax credit areas
- Business located within the designated Tallahassee area must create a minimum of 20 qualified positions (new business) or a minimum of 10 more additional qualified positions than the previous year (existing businesses).
- Must be predominately engaged in (or headquarters for) activities classified in one of the following Standard Industrial Classification (SIC) Codes:
 - Agriculture; Forestry; and Fishing
 - Manufacturing
 - Retail: General Merchandise, Food, Auto, Apparel, Home Furnishings, etc.
 - Miscellaneous Retail (No Eating/Drinking Establishments)
 - Hotels and Other Lodging Places
 - Public Warehousing and Storage
 - Research and Development
 - Public Golf Courses
 - Amusement Parks
 - Call Center Customer Service Center (serving a multistate or international market)

Tallahassee Urban Area Approximate Boundaries



FOR MORE INFORMATION

CALL
 Economic Development Council of Tallahassee / Leon County, Inc
 224-8116

OR VISIT
www.taledc.com

Click on Business Resources.

FirstFocus Partners

Customized Provider Services

Based on eligibility and need, choose a provider that will deliver the appropriate services.

<p>Economic Development Council of Tallahassee/Leon County, Inc</p>	<p>Capital City Chamber of Commerce</p>	<p>Downtown Improvement Authority</p>	<p>Florida A&M University SBDC</p>	<p>Florida State University CPD</p>	<p>Florida State University JMI</p>
<p>General Information 850.224.8116 www.taledc.com</p>	<p>Business Consulting General Information (for Minority-Owned Businesses) 850.224.0152 www.capitalcitychamber.com</p>	<p>General Information (Downtown Merchants) 850.224.3252 www.tallahasseedowntown.com</p>	<p>Business Consulting Grant Assistance 850.599.3407 www.sbdcatfam.u.org</p>	<p>Grant Assistance Professional Development Training 850.644.3801 www.cpdlab.fsu.edu</p>	<p>Business Consulting General Information 850.821.7515 www.cob.fsu.edu/jmi</p>
<p>Keiser College</p>	<p>Lively Technical Center</p>	<p>Northwest Florida Black Business Investment Corporation</p>	<p>Workforce Plus</p>	<p>Tallahassee Community College</p>	
<p>Professional Development Training 850.906.9005 www.keisercollege.edu</p>	<p>Professional Development Training 850.487.7555 www.livelytech.com</p>	<p>Business Consulting (for Minority-owned Businesses) 850.224.1800 www.fbib.com/investment/northwest.htm</p>	<p>Workforce Placement 850.414.0315 www.wfplus.org</p>	<p>Business Consulting Grant Assistance Professional Development Training Workforce Training 850.201.8760 www.tcc.fl.edu/ewd/corporate</p>	